

## NOAA Office of National Marine Sanctuaries Headquarters Internships



## Constituent and Legislative Affairs Internship

**To apply, please e-mail a cover letter, writing sample and resume to:**

Cirse Gonzalez, External Affairs, [Cirse.Gonzalez@noaa.gov](mailto:Cirse.Gonzalez@noaa.gov)

*"The Constituent Legislative Affairs internship with NOAA's Office of National Marine Sanctuaries gave me an opportunity to learn about current issues pending in congress, and also how federal agencies operate. This internship was not only enjoyable but also gave me a chance to develop my professional skills."*

*—Samantha Smart,  
American University  
DC Semester Program  
Fall 2009*

### What we offer

We invite you to join a dedicated and enthusiastic team at NOAA's Office of National Marine Sanctuaries where you will gain invaluable resume-building experience and an insider's perspective from the nation's leader in ocean conservation and management. As an intern, you will work on a variety of projects focusing on media outreach and public engagement. While based at our headquarters in Silver Spring, MD (easily accessible on Metro's Red Line), you will be encouraged to attend marine conservation events, lectures, conferences and receptions that provide fantastic networking opportunities for your career development.

### Position Description

ONMS faces the challenges of supporting Congress' reauthorization of the National Marine Sanctuaries Act and the President's budget request while keeping pace with Congress and our constituents in messaging on hot marine conservation issues such as climate change, marine spatial planning and resource conservation. We are looking for motivated self-starters who enjoy both independent and collaborative work. The ideal candidate for this internship will possess a strong academic background and the desire to immerse him or herself in the world of marine communications and the internal workings of a federal office.

## Major Responsibilities:

- Assist in preparations for 1-on-1 meetings with key ONMS constituents and user groups and events as needed to support reauthorization of the National Marine Sanctuaries Act. If your schedule permits attending these meetings/events, assist in note-taking and preparation of debrief materials
- Assist in preparation for and execution of congressional outreach events such as Capitol Hill Ocean Week, held in cooperation with the National Marine Sanctuary Foundation (June) and ONMS Hill Briefings Week (March)
- Prepare monthly constituent newsletter for email distribution
- Research key members of congress and constituent groups, then write/update biographical profiles for ONMS staff reference
- Track progress of key legislation and attend related hearings
- Assist in preparation and/or revision of ONMS briefing documents focused on climate change, sportfishing and other key issues
- Assist in special projects as needed

## Desired Qualifications:

- Interest or experience in marine policy and communications
- Experience in marine recreation (fishing, diving, boating, etc.)
- Excellent writing skills and a strong work ethic
- Excellent attention to detail and developed social skills
- Fluency with MS Word, Excel and PowerPoint software

The National Marine Sanctuary System manages 14 marine protected areas covering more than 150,000 square miles of ocean and Great Lakes waters from the Hawaiian Islands to the Florida Keys, and from Lake Huron to American Samoa.

Our mission is to protect and enhance these natural and cultural treasures for future generations through scientific research, management and education.

**Applications are accepted on a rolling basis.**

# NATIONAL MARINE SANCTUARY SYSTEM



Scale varies in this perspective. Adapted from National Geographic Maps.

● National Marine Sanctuary  
▲ Marine National Monument

<http://sanctuaries.noaa.gov/>